

**NORMAN ANIMAL WELFARE OVERSIGHT COMMITTEE
SPECIAL MEETING**

September 6, 2012

The Norman Animal Shelter Oversight Board of the City of Norman, Cleveland County, State of Oklahoma, met in the Multi-Purpose Room of the Municipal Building on the 6th day of September, 2012 at 1:00 p.m. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 4th day of September, 2012. The meeting was also posted on the City of Norman website.

PRESENT: Board members: Chairperson Mark Howery, Dr. Jennifer Kidney, Council member Roger Gallagher, Ms. Jayne Crumpley, Ginger Noble D.V.M., Ms. Michelle Carey, Joe Carter D.V.M.

ABSENT: Vice Chairperson Jennifer Golden

OTHERS PRESENT: Ms. Shelley Raney, Norman Police Department
Deputy Police Chief Jim Maisano, Norman Police Department
Major Kevin Foster, Norman Police Department
Mr. John Bowman, Animal Welfare Supervisor
Ms. Bonnie Boone, D.V.M.
Ms. Kim Fairbanks, Citizen
Mr. Robert Betts, City of Norman Fire Department
Ms. Glenda Peters, Citizen
Ms. Kathryn Walker, City of Norman Legal Department
Ms. Courtney Bucklin, City of Norman Legal Department
Mr. Terry Tevis, Tevis Architects/ BLW
Mr. Aaron Harte, Tevis Architects/ BLW
Mr. Barrett Williamson, Tevis Architects/BLW
Mr. Alan Moring, Tevis Architects/ BLW

1. **PROJECT TEAM MEETING, TEVIS ARCHITECTS, ANIMAL WELFARE REMODEL EXPANSION.**

Mr. Howery called the special meeting of the Animal Shelter Oversight Committee to order. Mr. Maisano stated that the roofing funds can be incorporated into this project's budget, as long as they are used for roofing. Introductions were made around the table. Mr. Tevis explained that the plan presented today, would be changing based on comments received from the group. Currently, everything has been put into the plan. The plan will change in the future as we find greater efficiencies. Mr. Harte began the slide Presentation of the Drawings, attached. Mr. Williamson commented that the Sanitary Sewer shown in the survey was not known at the time of the Master plan.

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REMODEL EXPANSION (CONTINUED).

Mr. Moring stated that he had discussed parking requirements with Jane Hudson at the City of Norman, regarding extents of parking, potential for second access point on Jenkins Avenue and she concurred with our approach. Crematorium will remain in its current location. K-9 location is at west end of building. Deputy Chief Maisano stated that no funds from the G.O. Bond will be used on the K-9 portion of the project. A request will be made to council to use drug funds.

Mr. Tevis explained the two 'sides' of the project: ACO and Adoption. Mr. Harte discussed the flow of animals from intake to adoption holding. Dr. Noble asked about a door from Grooming to Laundry. Dr. Boone requested a door from Clinic to Laundry. Ms. Carey expressed concerns of bringing cats through a dog holding area. Chairperson Howery questioned the difference between quarantine and isolation. Mr. Tevis said that the US Human Society guidelines are used. Mr. Harte said sick and feral cats go to quarantine-cats with kittens go to isolation. Dr. Boone asked about a cat recovery area near surgery.

The Training Room is able to be secured from the rest of the building. A men's and women's restroom will be near the Training Room with two fixtures each. A space for volunteers has been added. The Small Dog Holding areas show 8 in each room- that is a typo- there are only 4 in each room. One space is kept empty for transferring. (This could be 8 per room if stacked kennels are used.) Large Dog Holding utilizes front to back kennels with guillotine doors. Play and Training yards will not have natural turf. Ms. Crumpley asked about the Meet and Greet areas, and where that activity occurs with cats. Mr. Tevis said that with cats, it happens easily on a bench in a wide spot in the corridor or the waiting area. Ms. Kim Fairbanks asked about areas for Hamsters, rats, guinea pigs, etc. Mr. Tevis said that the miscellaneous holding area could be used for that.

K-9 has six runs with food prep area and storage for each animal. There will be a tall wall around the perimeter of the outdoor area for security. Ms Crumpley asked about the Intake process, including the counseling and temporary holding. Deputy Chief Maisano said that sometimes there is only one person at the counter so they need to be able to put an animal in a holding area without leaving the waiting room- that is why the temporary holding area is adjacent to the counseling room. Ms. Carey had a question for Mr. Bowman: How many intakes, i.e., surrendered animals are sick? Mr. Bowman said "none, so far". People usually leave their animals in the car- as long as we have good flooring and signage, we don't need a separate entry for sick animals. Mr. Bowman asked about using crates on wheels to go back and forth from temporary holding. Dr. Boone mentioned that in other clinics; she had noticed that most sick animals are geriatric- near death more than sick.

I. **PROJECT TEAM MEETING, TEVIS ARCHITECTS, ANIMAL WELFARE
REMODEL EXPANSION (CONTINUED).**

Mr. Harte presented some product information on different kennels. Cat Condos by Shor-line, 4 ft wide, with a hiding place. This design is the result of UC Davis research on stress and disease. Glass backs are an option. Mr. Maisano mentioned that they have glass backs in Edmond. The traditional arrangement is 24" x 24" stacked three high. Dog Kennels. The front can be glass or mesh. The glass has benefits, but is also a maintenance issue. The kennel has a front area 5 ft deep and a rear area 3 ft deep. There are swivel panels for easy feeding. Deputy Chief Maisano asked about the cost difference between single and stacked kennels. Mr. Harte said the difference is not that substantial. There are also kennels that are full height on one side and double stacked on the back side. Mr. Bowman mentioned that the new stacked kennels don't have the problems that the old ones had. Dr. Carter said he has no problem with the new stacked kennels. Mr. Tevis said that smaller dogs 'sell' better when elevated. Mr. Maisano said that stacked kennels need to be considered. Mr. Tevis said that they make the building more efficient- spatially and operationally (HVAC). Mr. Bowman confirmed that we are not using any old equipment except for a few newer cat cages.

Mr. Harte presented the Growth Comparison Chart. This chart shows the percentage change in departments from existing to propose. However, there are some things to be aware of:

- i. The staff area had a huge % increase, but that's because they have next to no space currently,
- ii. Holding space shows a great increase, but that may reduce some if we go to stacked kennels.
- iii. Clinic is about the same. Dr. Boone said they have about 4 students now. Added prep area will allow students to prep animals while surgeries are occurring; therefore, they will be able to perform more surgeries per day.
- iv. Mr. Moring said the statistics are important to assist us in tracking where we are allocating our resources.

Mr. Williamson discussed the changes in capacity. Dr. Carter discussed the importance of expansion. As an example, he said the county may want to expand this facility rather than build their own. Mr. Tevis stated that every area of animal holding can be expanded in this plan, and that the structure will be designed for ease of expansion. Dr. Carter said "It looks good". He also asked about the Training Room possibly having multiple functions. Mr. Williamson said that Engineering (City of Norman) needs to be contacted regarding the sewer line.

Dr. Carter asked Dr. Boone about the spay/neuter caseload. She said they work two days per week, but they would be able to perform more surgeries in the new facility. Dr. Carter said the public has expressed some interest in seeing this facility become a low-cost spay/neuter option for the public. Mr. Tevis said that if the Clinic/Surgery

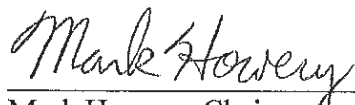
I. **PROJECT TEAM MEETING, TEVIS ARCHITECTS, ANIMAL WELFARE
REMODEL EXPANSION (CONTINUED).**

area needs to be larger; we should design it that way now since it will not have space in which to expand. Adding a third table will be considered. Chairperson Howery said he likes the design and the flow, but is concerned that the Cat Holding Area may be too small. Mr. Harte said the plan will be revised according to comments, but will also need to respond to the Cost Estimate. A lift table was discussed. The facility currently has one. Ratios of small to large dogs were discussed. Currently in the design, it's about 80% for large dogs and 20% for small dogs. Chairperson Howery said that's probably good since the small dogs get adopted so much quicker. Mr. Tevis said we may move toward a 70 – 30 ratio. Dr. Boone asked about the clean ability of the mechanical grilles and diffusers. In Edmond, she said, they have gotten filthy. Mr. Tevis said that a well-balanced system will help, but that it will always be a maintenance issue and that there will be training for that before moving in.

Written comments regarding the presentation from the Oversight Committee should be sent to Chairperson Howery by next Wednesday, September 12, 2012 so that he forwards them to Deputy Chief Maisano on Thursday, September 13, 2012. Mr. Bowman will collect staff comments and also forward them to Deputy Chief Maisano, who will forward them to the Design Team next Thursday, September 20, 2012. Mr. Maisano stated that there should be a presentation to City Council before moving into detailed drawings. Next meeting is October 5th at 1:30.

The meeting adjourned at 3:45 p.m.

ATTEST:

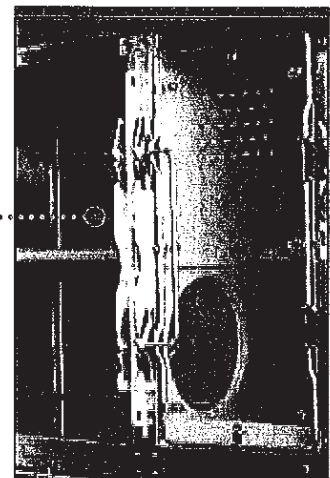
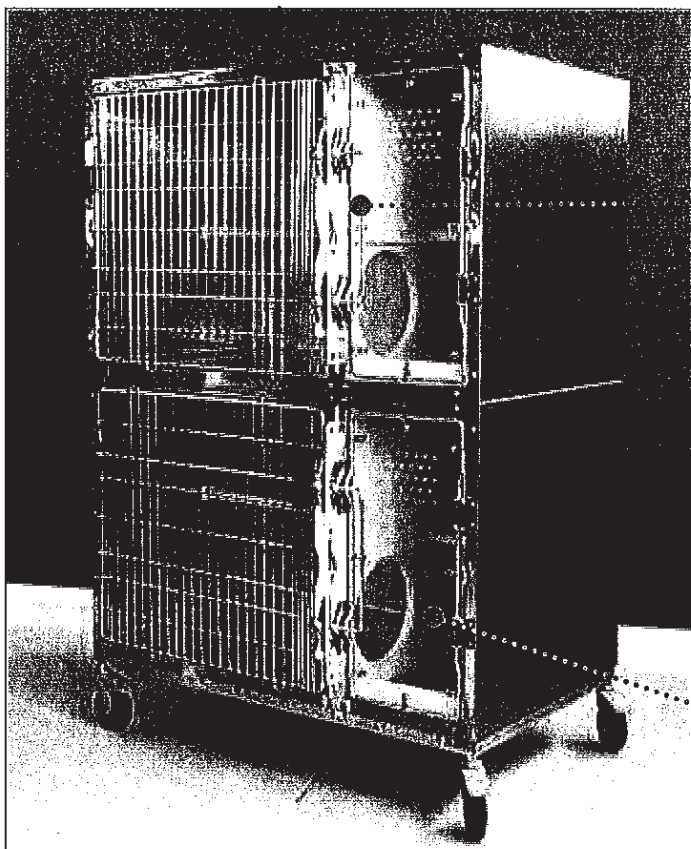


Mark Howery, Chairperson

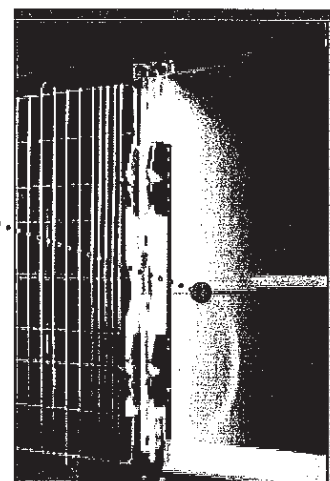


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